

**POSITION ANNOUNCEMENT  
TRIBAL LIBRARY/EDUCATION DIRECTOR  
(5 day Inter-Office/Tribal Member Announcement)**

**BACKGROUND:**

Under the direct supervision of the Tribal Administrator, the incumbent's position will be to maintain the Kaibab Paiute Tribal Library; supervise the use of the Computer Lab; serve as a liaison between students; and serve as a liaison with the education committee. The Director will be responsible for providing a pleasant, well-organized learning center for all Tribal members and the community on the Kaibab Paiute Indian Reservation.

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**POSITION:** Tribal Library/Education Coordinator  
**REPORTS TO:** Tribal Administrator  
**OPENING DATE:** December 23, 2013  
**CLOSING DATE:** December 31, 2013  
**STATUS:** Full-time Permanent/Benefits after 90 days  
**SALARY:** \$14/hour

**DUTIES AND RESPONSIBILITIES**

**Library** - duties are to keep the library and computer lab in a neat and orderly fashion; provide an atmosphere for learning through usage of books, magazines, presentations and computer literacy;

**Education** - education administration; preparing the education operating budget; serve as a liaison between students and the education committee; coordinate monthly education committee meetings; provide technical assistance as needed for after school tutoring of students, including the oversight of any on-staff tutors; must work closely with elementary, middle and high school staff to ensure students are receiving the best education possible; must have knowledge of skills needed to gain financial aid for education purposes; and other duties as assigned.

**QUALIFICATIONS**

- Must be computer literate; must have knowledge and experience with Windows-based programs such as Microsoft Office products (Word, Excel, etc); knowledge of simplified budgeting and record keeping;
- Must be personable with good people skills; must be able to work well with various committees and the public;
- Ability to organize; maintain a library that the public will utilize; and provide assistance to the tribal community;
- Be creative; a quick learner; and maintain dedicated job performance with little or no supervision;
- Possession of a valid Driver's License and be insurable;
- Ability to travel;
- Two years of educational or Library experience desired, but not mandatory;
- Must pass fingerprinting and background check;
- Must possess a high school diploma or GED.

**Behavior standards:** Respectful, courteous, and friendly to all they work with; a team player that helps the organization meet its objectives; takes initiative to meet work objectives; effective communication with customers and other tribal employees; positively represents the Kaibab Band of Paiute Indians; demonstrates honesty and ethical behavior.

**DRUG-FREE WORKPLACE POLICY:**

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

Employment applications are available online on our website: [www.kaibabpaiute-nsn.gov](http://www.kaibabpaiute-nsn.gov) or at the Tribal Affairs Building located at 1 North Pipe Springs Rd., Fredonia, AZ 86022. Interested persons must return completed applications for consideration and be able to provide evidence of a clean driving record. For more information, contact the Tribal Administrator, Ronica Spute, at (928) 643-7245.

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND ADHERES TO  
THE INDIAN PREFERENCE ACT